

DD/A 81-1646

5 AUG 1981

ODP # 81-1024

MEMORANDUM FOR: Executive Assistant, OC
Executive Officer, ODP
Assistant Director for Career Management, OF
Executive Officer, OIS
Executive Officer, OL
Executive Officer, OMS
Deputy Director for Policy and Management, OS
Executive Assistant, OTE

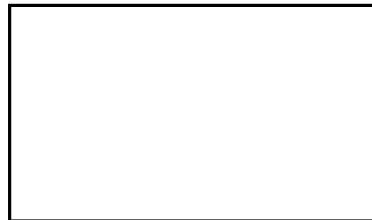
STAT

FROM:
Executive Officer to the DDA

SUBJECT: Briefing Materials for the DDCI

The Special Assistant to the DDCI (SA/DDCI) has advised that the DDCI should be afforded at least two days to review materials submitted to him for his use in a particular meeting. The SA/DDCI mentioned that another directorate had recently provided materials, about the size of a couple of phone books, for the DDCI to review and digest the day before an important session with a high ranking official of another government agency. In order to avoid this situation, background material for the DDCI should be provided to the O/DDA in sufficient time so that it may be passed to the DDCI at least two days before the meeting is scheduled. Also, please ensure that the background information focuses on the issues involved. If you need any assistance on this score, please give me a call.

STAT



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM

EO/ODP

7D-18 Hqs.

EXTENSION

NO.

DATE

5 AUG 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXO/ODP
2D-00 Hqs.

5 Aug

ED

2. DD

5 PM

ED

3. D/OOP

8/6

J

4.

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11.

12.

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14.

15.

file DDCI

Copies to BOD - C/AS
Done 8/6 - E